

FILE.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

Status of DDA CORE Effort

FROM:

EXTENSION

NO.

STAT

Chairman, DDA CORE Working Group

DATE

29 June 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA

30 JUN 1981

m

2.

3.

ADDA

separate copy

4.

DDA

30 JUN 1981

J

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Karen,

Please make
file on core for
Me.J
30 JUN 1981

29 June 1981

NOTE FOR: Deputy Director for Administration

25X1 FROM: 
Chairman, DDA Cost Reduction and Efficiency (CORE) Working Group

SUBJECT: Status of DDA CORE Effort

Harry:

1. Much of our time to date has been spent on documenting the savings which have been achieved over the last few years, and I think you will be impressed. As promised, we will have this information to you in "final" within the next two weeks.

2. We also promised to meet with you early in the CORE effort to discuss our ideas for future cost reductions and efficiencies. An unedited listing of these ideas, divided into the four categories Bill Hart suggested, is attached for your review prior to our meeting. For the purposes of our meeting, we have not included a narrative description of the ideas or an associated dollar savings. We have deferred this until we can decide with you which should be pursued further. We will be meeting with you at 1330 hours on Tuesday, 30 June 1981.

25X1



Attachment

25X1

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED



DDA Cost Reduction and Efficiency (CORE) Working Group

Agenda

For 30 June 1981 Meeting with DDA

1. Review suitability of items
2. Clarify category definitions

DDA

Agency Charter

- | | | |
|---|---|--|
| o Capital investment | = | o Capital investment |
| o Efficiencies w/o Adverse Impact or <i>Improvement</i> In Service | ≠ | o Functions which can be reduced or eliminated |
| o Efficiencies With Adverse Impact | ≠ | o Functions where realignment may increase effectiveness |
| o Efficiencies through Centralization or Elimination of Duplication | = | o Functions where there is duplication and potential for consolidation |

- ### 3. Final format

<u>Activity Description</u>	<u>Current</u>		<u>Savings</u>	
	<u>Positions</u>	<u>\$</u>	<u>Positions</u>	<u>\$</u>

Future Efficiencies Through Capital Investment

Data Processing

Payroll System

Logistics Integrated Management System

OF Field Accounting System

Travel Accounting

Computer Aided Instruction (OF, OTE, etc.)

On-line Records Retrieval and Search System with Records Center

Security Communications Improvement Program

Automation of all Language Related Records

Automation of Language Lab

Registration for Training and Conferences at

25X1

Control of Codeword Material

Text-Software Package for PSD/OMS and Acquisition of word processing system

Reprogram OS Automated Name Check

Automation of CCCR/OMS (terrorist) data and tie it to SAFE

Acquisition of Scan-Tron Optical Mark Reader for OMS

Increase personnel/funds for software development

OC Recapitalization

New Building at Headquarters

New printing and materiel handling equipment

Utility reliability improvements

Improved energy efficiency of existing buildings and equipment

Shift from contract TEMPEST testing to internal testing

25X1

Acceleration of Headquarters Secure Voice Program

Quantity buy of SKYLINK terminals and equipment

Quantity buy on Capitalization Program

Headquarters Records Review to reduce filing equipment and gain space

Technical Security Recapitalization

FY-1983 Theme Package on Terrorism

Construction of a Large Classroom on the Ninth Floor of the Chamber of Commerce Building

25X1 [REDACTED]

25X1 [REDACTED]

Construction of a Butler-type Building for Use as an SOTC Classroom

Purchase and installation of utility meters at housing facilities at [REDACTED]

25X1

25X1 [REDACTED]

25X1 New Classroom and Dormitory at [REDACTED]

25X1 Improvement of the [REDACTED]

Upgrading OTE's television production facility at [REDACTED]

25X1

Implementation of field PATB-II testing

Acquisition of new Scan-Tron Optical mark reader Delta Data 7268 for OMS

Development of a generalized text/report writing software package for OMS

Close down, consolidate, or make better use of [REDACTED]

25X1

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Future Efficiencies Without Adverse Impact
On Service or Resulting in Improvement in Service

Electronic Fund Transfer for personnel under cover and "self mailers"
for financial statements

Interest on operational bank accounts

Elimination of POV travel to

25X1

Putting most checking and saving account funds for into bonds
(same for other operational entities)

25X1

25X1

Reduction of number of vehicles at by prohibiting "personal"
use by MOTB and OC students

When an office moves, leave all furniture

Abolish Advance Work Plan (AWP) and Evaluation of Potential (EOP) in
Performance Appraisal Report (PAR)

Abolish the MG support conferences in Europe and the Far East

Make more use of "blue blazer" protective force

Do polygraphs on recruits "up front"

Close Center for Study of Intelligence

Absorb 2,300 new pay cases (payroll) - FY-81 to FY-83 (and absorb all OL,
OS, OMS, etc., support for increase in Agency T/O without increase in
support T/O)

When an office moves, leave telephone numbers

Use of Government Travel Requests for people under cover

Elimination of classification review (EO 12065)

Elimination of Freedom of Information Act

Establishment of a Regional Support Activity in

25X1

Use of individual office personnel for some ADP programming and maintenance
("do your own")

Decentralization of recruiting and payment of bonuses to "headhunters" and
employees

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Do more up-front planning - reinitiate support annexes

Contract out secretarial services for unclassified work

Modification of standard overseas tour to three vice two years with fourth year optional

Use of retired annuitants to provide TDY support overseas - WAE

Reproduction of cables at eight lines per inch

Pool data terminals

Reduce copies of training reports

Increase competitive procurement

Improve vendor payment time to secure prompt payment discount

Component budgeting for terminals

Agency-wide information processing standards

Control and limit year-end funding (to preclude fund "dumping")

Reduction of ADP output products

Greater use of suggestion awards

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Future Efficiencies With Adverse Impact On Service

Reduction of number of conferences at

25X1

Reduction of course duration/frequency/format

Midcareer - five to four runnings

Introduction to CIA - fewer runnings

Conduct Career Counseling at Chamber of Commerce Building rather than at

25X1

Use some TDY instructors at and reduce PCS assignments

Use more TV and less live presentations

Elimination of all summer programs

(Students, fellows, Urban League, etc.)

Elimination of guards at tunnel and DCI garage

Elimination of off-campus program

Elimination of disseminating information on external training

Discontinue training registration and statistics report

Offer language program only on fixed schedule

Elimination of Special Language Programs
(total immersion, familiarization, etc.)

Conduct all management training at Chamber of Commerce Building rather than some at

Discontinue dental program

Less frequent medical examinations

Elimination of routine chest X-rays, spirometry

Close DCI Garage

Reduction of training time at (OC)

Limit movement of secure or black telephones

Reduction of cable dissemination file

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Elimination of handwritten corrections, additions, deletions on cables and telepouches

Close Executive Dining Room

Elimination of Media Highlights

Increase sea shipments

Elimination of early-morning and afternoon shuttles

Elimination of chauffeurs

Elimination of pneumatic tube system

Put Genographics in P&PD

Cut off lights in all buildings at night

Permit pen and ink changes as policy on memorandums

Reduction or elimination of most unclassified publications - FBIS, Heads of State, etc.

Make customers of printed products outside the Intelligence Community pay for publications

Make FBIS and JPRS self-sustaining

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Future Efficiencies Through Centralization Or
Elimination of Duplication

Collocation of 4-C and Ruffing or DDO center

Consolidation of micrographics

Consolidation of copier management

Standardization of Agency-wide equipment

Consolidation of graphics

Consolidation of TV and videotape facilities

Consolidation of transportation in OL (vice OL, OD&E, OSO, etc.)

Centralization of OC support in the Domestic Networks Division, OC,
(vice OC, OSO, and OD&E)

Consolidation of all travel accounting (vice OD&E, etc.)

Centralization of budgeting and management for personal service costs

Consolidation of all financial management in OF (decentralized finance
personnel to report directly to OF)

Consolidation of all Agency medically related tasks, e.g., psychologists,
VIP Health Program, occupational safety, etc.

Transfer of Overseas Medical Benefits Program to the Office of Medical
Services.

Reexamine Information Handling Task Force Recommendations

Consolidate JPRS in P&PD

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ROUTING AND TRANSMITTAL SLIP 10 September 1981

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DDA	<i>[Signature]</i>	11 SEP 1981
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

For signature 5

Mr. F.: *mentioned*
that you might want to
consider having an 16 rep on
this committee. I don't think
DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<i>that is an appropriate</i>	
<i>role for him</i>	

Phone No.

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